



@ASK Training
Attitude | Skills | Knowledge



Microsoft Excel

PREREQUISITES

- (\geq 16 years old); or
- 1 year working experience

You must have attended Excel Advanced course or has been using Excel for the past three years continuously, with working knowledge on Excel formulas and functions, manage data sets and Pivot Tables.

DURATION

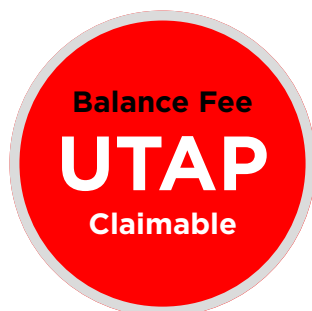
 **2 Days**

 **9 AM - 5 PM**

COURSE DATES

<https://asktraining.com.sg/course-schedule/>

Course Code: **ASKBB8**



Full Course Fee:
S\$1090
(inclusive of 9% GST)

Microsoft Office Course: Bridging Big Data Analytics using Excel & Power BI

Course Description

In today's corporate world, data is key to decision-making. If you're overwhelmed by analysing reports, our 2-day 'Bridging Big Data Analytics using Excel & Power BI' course (accredited by SkillsFuture Singapore) will help streamline your process.

How Power BI Helps:

Power BI turns raw data into interactive, visual insights. You can set alerts, automate email reports, and collaborate in real time with your team. The course ensures you can filter and export data without affecting original datasets.

Who Should Join:

Ideal for BI professionals, data analysts, and anyone working with data in any sector in Singapore.

Course Objectives

- ✓ Recognise key terminology, phases, concepts and benefits of data analytics
- ✓ Import, shape and clean up data set before analysis
- ✓ Execute advanced summarisation techniques with pivot tables
- ✓ Set up Power BI Desktop
- ✓ Create data visualisations to build and share reports
- ✓ Build and share dashboards in Power BI Service



Course Outline

Overview of Big Data Analytics

- Common terminologies
- Key concepts and benefits
- Main phases of data analytics

Importing and Shaping Data Set

- Importing data
- Eliminating duplicate records
- Cleaning up data
- Setting up tables
- Filtering with slicers

Advanced Summarization using PivotTable

- Changing method of aggregation
- Displaying multiple aggregation
- Displaying values using built-in calculations
- Applying frequency analysis
- Filtering with report filter, slicer and timeline

Setting Up in Power BI Desktop

- Connecting to data sources
- Establishing the data model
- Clean and transform data

Creating Data Visualisations

- Understanding reports and dashboards
- Setting up common visualisations
- Applying conditional formatting

Building and Sharing Reports

- Setting up reports
- Adding calculations and measures
- Adding interactivity features
- Creating summary charts
- Publishing report to Power BI Service
- Sharing report

Building Dashboards in Power BI Service

- Creating and configure a dashboard
- Sharing a dashboard
- Setting password in Access
- Compacting and repairing a database